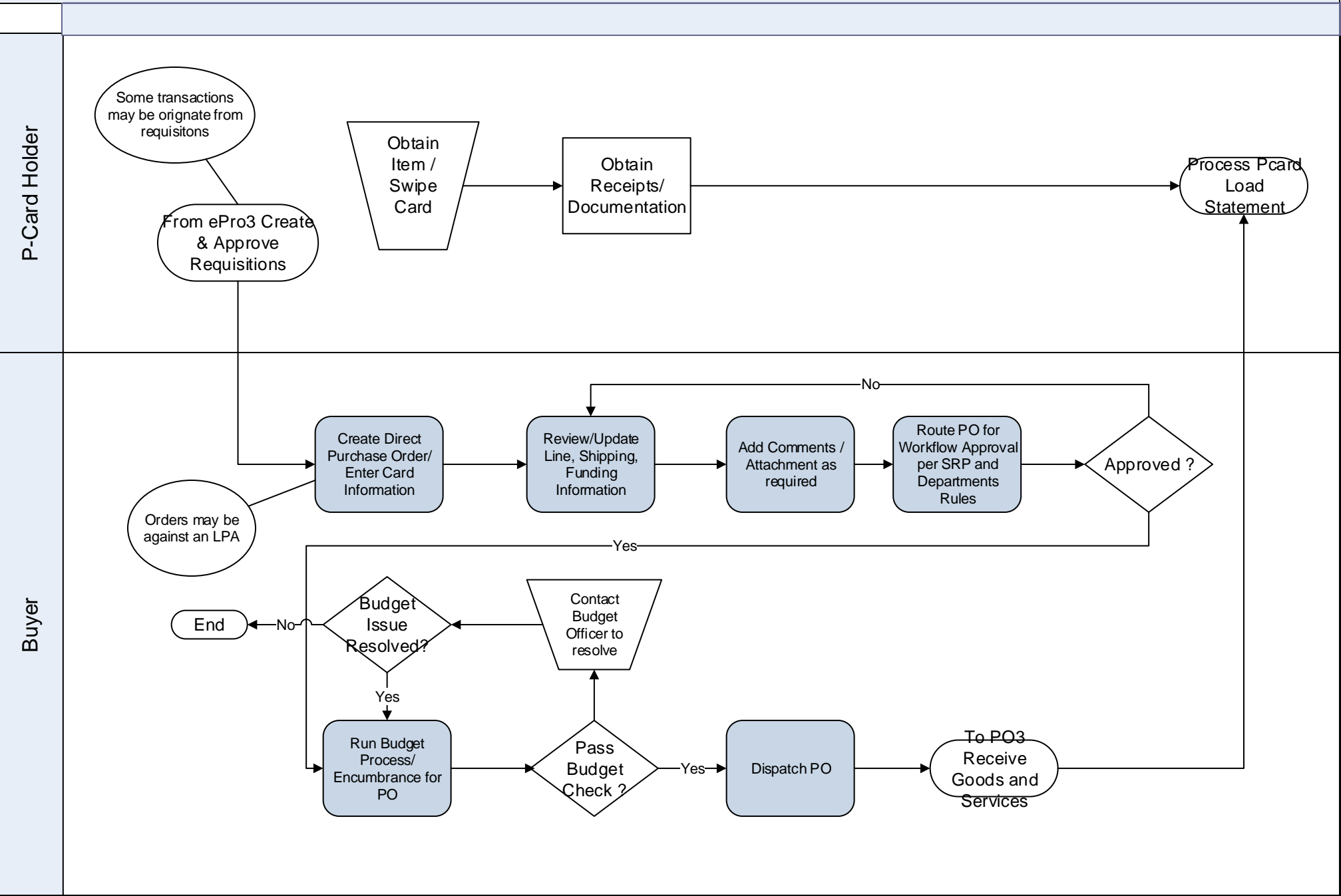


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FMS Flowcharting Standards – Please use **ONLY** the symbols shown below, following these guidelines:

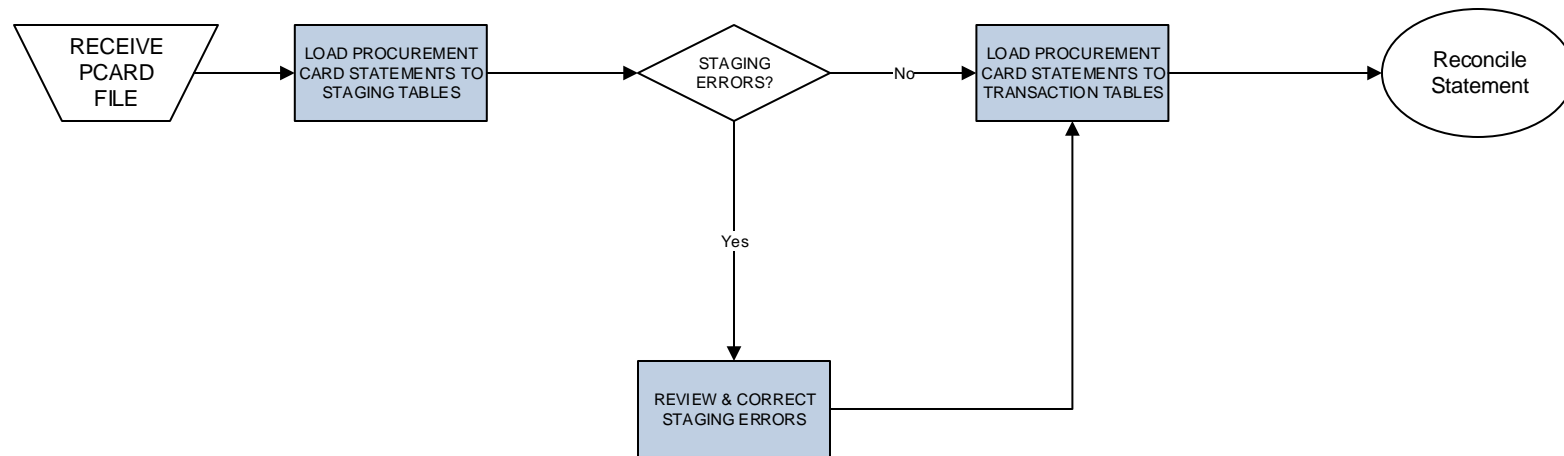
Role	Swim lanes are used to indicate which organizational unit or external entity has <u>primary responsibility</u> for steps in the process. If an activity involves participation by more than one organizational unit, place it in the swim lane for the unit with primary responsibility.			
Template Key	<div>Step Description</div>	Represents a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.	<div>Start</div>	Indicates point at which the process begins. Does not represent any activity.
	<div>Batch Process</div>	Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.	<div>End</div>	Indicates point at which the process ends. Does not represent any activity.
	<div>Manual Operation</div>	Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.	<div>Document</div>	Represents a document of any kind, either electronic or hard copy
	<div>Decision Outcome</div>	Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.	<div>X</div>	On-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.
	<div>Entity Name</div>	Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information	<div>E</div>	Inter Process Connector. Used to connect steps between business processes. Connectors are labeled with UPPER CASE letters.

Process P-Card Transactions – Use P-Card

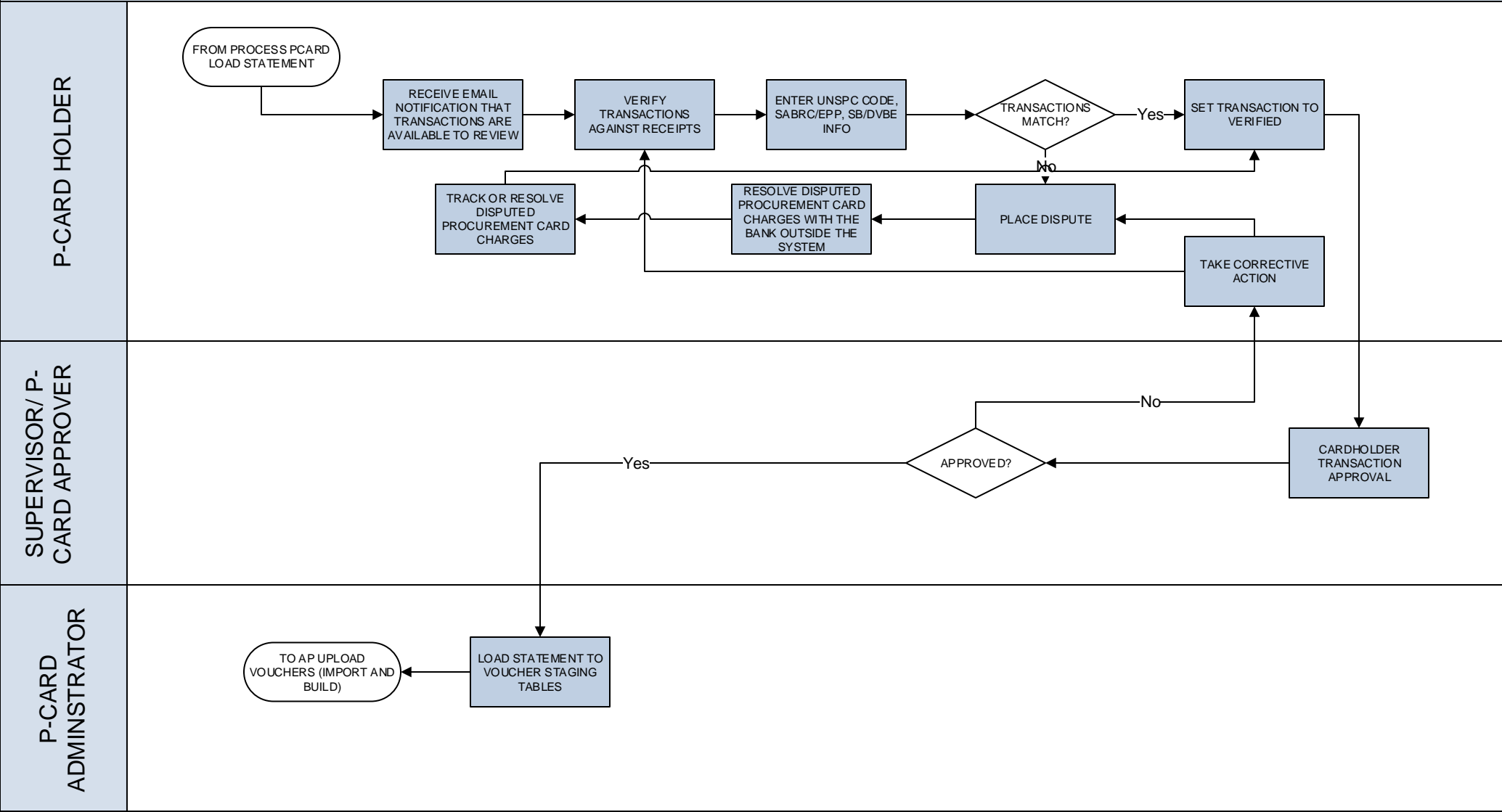


Process Procurement Card – Load Statement

FI\$Cal Pcard Administrator



Procurement Card Reconcile Transactions



AP Enter and Process Voucher - Upload Vouchers(Import and Build)

Interface Manager

